

Scope of Work

**United States Embassy Kyiv
Facility Maintenance Section**

4 Igor Sikorsky Street

Kyiv 04112

Ukraine

**Scope of Work
(SOW)**

CONSTRUCTION OF THE DOG WALK

Date: February 2016

Scope of Work

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Scope of Work

1.0 General

This Scope of Work (SOW) is for the construction of a dog walk between the Service Control Access Center (SCAC) and the Parking Area at the USG Owned Property known as USA Embassy Compound, located at 4, Ihor Sikorsky Street, Kyiv, Ukraine.

1.1 Introduction

The U.S. Embassy in Ukraine has need of qualified contractor to construct a dog walk, at the north side of the embassy compound between the SCAC and the garage parking at the USA Embassy Compound, located at 4, Ihor Sikorsky Street, Kyiv, Ukraine. This project requires an experienced fencing contractor to design and execute the job.

1.2 Background

The area, where the dog walk is going to be constructed is located inside the embassy compound perimeter fence between the SCAC and the garage parking driveway. The area has a grass lawn now.

1.3 Objectives

The objective of this contract is to perform a work that will result in fully constructed dog walk area fencing. Minimum two years warranty must be provided for workmanship. The contractor should use materials with the manufacturer's warranty of not less than two years.

1.4 Scope

- 1.4.1 Prepare a schedule for the work to be accomplished in a manner that satisfies the schedule requirement specified under section 1.7 of this Scope of Work. Contact the Contracting Officer Representative (COR) for schedule approval.
- 1.4.2 Prepare a material list and purchase the materials required to complete the work prior the first day of work depicted on the schedule. Have the materials present at the work location prior the first work day.
- 1.4.3 Prepare the work area where the work will be performed by protecting it from the access of unauthorized persons.
- 1.4.4 Construct a wire fence along the dog walk perimeter (see attached Figure 1.) The south side of the fence should be located at the edge of the existing concrete walkway. Fence north side should run along the compound perimeter wall with one meter offset inside the compound. Fence west side should be in line with the Garage Parking Structure. Fence east side should be at minimum 2 meters distance from the trees, planted along the gas supply structure.

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- 1.4.5 Wire fence should be 5 mm metal wire plastic coated green color netting, similar or equal to the fence around the volleyball yard near cabana (see the attached picture). The height of a fence should be not less than 6" (183 cm) from the ground level. Netting should be attached to the posts, which have sufficient concrete footer. The bottom side of netting should have an elevation not less than 2" (61 cm) below the surface.
- 1.4.6 Fence should have two gates, opened inside the dog walk area. Gates should be at the opposite sides of a fence. One gate should be located at the upper side of a fence (SCAC side), another – at the bottom side of a fence (garage driveway side), as indicated on the attached Figure. Gates should have latches, installed from the outside to prevent them from being opened by a dog.
- 1.4.7 Provide concrete walkway along east, north and west sides of a fence. The walkway width should be 1 meter. Design of a walkway should match the existing concrete walkway design. It should match the slope and the elevation of the existing concrete walkway at the places, where the new walkway meets the existing one.
- 1.4.8 Construct concrete drinking water basin. Basin should have interior dimensions 600 by 600 mm with wall thickness of 150 mm. The depth of the basin should be no more than 200 mm. The basin wall top should be not more than 100 mm above the ground level. The location of the basin will be determined by the Contracting Officer Technical Representative.
- 1.4.9 Remove any debris daily and dispose of them in accordance with the local laws. The Contractor should protect all existing surfaces and equipment in the area of work. Protection materials should be provided by the contractor. The contractor will repair or replace at his own cost if anything damaged due to the negligence of the contractor.
- 1.4.10 Repair or replace all defective and non-conforming work as directed by the COR.
- 1.4.11 Remove all tools, trash, and debris from the work site and contact the COR for final inspection.

1.5 Contract Type

1.6 Place of Performance/Hours of Operation

- 1.6.1 All work is to be performed on site at the U.S. Government facility known as the USA Embassy in Ukraine Compound.
- 1.6.2 The USA Embassy in Ukraine is located at 4, Ihor Sikorsky Street, Kyiv, Ukraine.
- 1.6.3 Contractor personnel will report to the Service Controlled Access Center (SCAC).

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- 1.6.4 After checking at the front CAC, delivery and service trucks required for work, tools, and material deliveries will check in at the gate.
- 1.6.5 No contractor vehicles will be left on the premises over night or when work is not in progress.
- 1.6.6 Working hours will be between 8:00 AM and 5:00 PM.
- 1.6.7 Exceptions to specified working hours may be granted by COR and Regional Security Office (RSO) when submitted 48 hours in advance.

1.7 Period of Performance

Contractor shall commence work under this contract promptly, execute the work diligently, and achieve final completion and acceptance including final cleanup of the premises within four (4) consecutive weeks.

1.8 Security

The work to be performed under this contract requires that the contractor, its employees and sub-contractors submit corporate, financial and personnel information for review by the Embassy. Information submitted by the contractor will not be disclosed beyond the Embassy. The contractor shall submit this information including construction vehicle requirements within 10 days of the notice to proceed.

1.9 Points of Contact

Contracting Officer (CO): GSO/Gregory MacDonald

Contracting Officer Representative (COR): Facility Manager/Tommy Heard

Contracting Officer Technical Representative (COTR): FM Supervisor/Igor Serpak,
Deputy FM Supervisor/Oleg Gryb

1.10 Key Personnel

1.11 Quality Control

The contractor must demonstrate technical experience in the construction trade. Perform work in accordance with applicable rules, regulations, codes, and ordinances of local authorities.

2.0 Definitions

3.0 Government Furnished Items

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None

4.0 Contractor Furnished Items

The contractor shall provide all construction personnel, equipment, materials, tools and supervision as needed to complete the service that meet the technical requirements in this SOW.

5.0 Status Reporting

Status reporting will be at the request of the COR or the COTR and could be daily or more frequently. Daily reporting can be verbally unless the report is expressing a cost increase or change in scope. These reports must be in writing in English and before any cost is incurred.

All cost increases must be approved in advance by the Contracting Officer (CO).

6.0 Inspection and Acceptance

Upon completion of the work, the COR shall inspect all finished works to insure that work was completed in a manner satisfactory to the owner. Any deficiencies in the structure shall be corrected by the contractor at no additional cost to the owner.